



## State of Nevada – Department Of Personnel

---

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CAMERA/PLATE PROCESSING TECHNICIAN	27	H	9.722

#### DEFINITION OF THE CLASS:

Operates a process camera and performs layout, stripping and platemaking duties to produce printing plates used for offset duplicating and printing in a facility primarily producing multi-color work; and performs related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Operates a process camera to photograph printed material and illustrations and produce file negatives used in the preparation of printing plates. This includes: focusing the camera and adjusting the exposure time based on the quality of the copy, requirements for enlargement/reduction, color of the image, and the type of image (half tone or line); placing a screen over the negative to break up shadings for half tone printing; adjusting the lighting and exposing the film to the copy; immersing the film in chemicals to develop the image.

Positions the negative film on a layout sheet to assemble the film flat in preparation for making the printing plate which includes; reviewing the printing request for specifications; positioning and properly aligning the negatives on a masking sheet placed over a layout sheet; trimming and fitting negatives together and securing the negatives to the masking sheet; opaquing the negative to conceal imperfections, and cutting exposure windows behind image areas.

Transfers negative images to plates to produce offset printing plates by positioning the plate under a vacuum frame machine and exposing the plate to transfer the image to the plate; developing the image on the plate by applying chemicals; and washing the preserving the plate.

May operate offset duplicating machines and bindery equipment to produce, assemble and bind printed materials.

May provide lead work supervision to Offset Machine Operators and student workers including providing training, and assigning and reviewing work.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of the policies and procedures of the assigned work unit. Working knowledge of printing terminology.

Ability to train staff and assign and review work.

Skill in operating offset duplicating machines and bindery equipment.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of the operating methods, procedures and limitations of offset duplicating equipment and offset presses. General knowledge of art as related to graphic displays and printing. Working knowledge of the methods, materials, and equipment used in process camera work and platemaking. Working knowledge of the maintenance requirements of cameras and platemaking equipment. Working knowledge of safety hazards, safe working procedures and proper disposal of hazardous materials.

Ability to work independently and follow through on assignments with limited direction. Ability to establish and maintain cooperative working relationships with co-workers and agency staff. Ability to establish priorities and coordinate activities with other personnel in the work unit to complete assignments within production deadlines. Ability to read sufficient to read printing requests and equipment service manuals. Ability to write sufficient to document work activities and complete supply requisitions. Ability to understand and follow oral and written instructions. Ability to communicate effectively with co-workers and agency staff. Ability to add, subtract, multiply, and divide whole numbers, fractions, and decimals to layout work.

Skill in operating, adjusting, and maintaining process camera and plate developers. Skill in photographing copy to be printed, making half tone negatives, and making spreads and chokes. Skill in opaquing and aligning negatives on layout sheets.

EDUCATION AND/OR WORK EXPERIENCE:

I

Two years of experience which included responsibility for photographing copy, layout, stripping negatives and platemaking; OR

II

An equivalent amount of education and experience that provided the applicant with the required entry level knowledge, skills and abilities.

SPECIAL NOTE: Work is performed in a noisy environment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED: 9.722  
7/1/91P  
11/29/90PC